

Minutes Tempe Historical Museum Advisory Board October 4, 2012

Minutes of the Tempe Historical Museum Advisory Board recorded at 4:21 p.m. on October 4, 2012, within the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ.

(MEMBERS) Present: City Staff Present:

Bob McKinley, Chair Dr. Amy Douglass, Manager, Tempe History Museum

Angela Lopez
Shirley McKean
Mary O'Grady

Guest(s) Present:
Anne Chandler

Jennifer Wagner Gerald Woodward

(MEMBERS) Absent:

Mark Hubble Christopher Clair Dr. James Schoenwetter, Vice Chair

Meeting convened at 4:21 p.m.

Bob McKinley, Tempe Historical Museum Advisory Board Chair, called the meeting to order.

Agenda Item 1: Consideration of the September 6, 2012, Meeting Minutes

• Bob McKinley, Tempe Historical Museum Advisory Board (Museum Board) Chair, presented the **September 6, 2012**, Museum Board **meeting minutes** to the Museum Board members for review and consideration.

MOTION: Jennifer Wagner moved to approve the September 6, 2012,

Museum Board meeting minutes document as presented.

SECOND: Shirley McKean, seconded.

DECISION: September 6, 2012, Museum Board meeting minutes document

approved as presented.

Agenda Item 2: Communications Report

 Dr. Amy Douglass, Tempe History Museum Manager, stated that the fall issue of the museum's online newsletter, *Time Lines*, is available for viewing on the museum's web site at www.tempe.gov/museum. Dr. Douglass informed the Museum Board members that Christopher Clair had to resign his position on the Tempe Historical Museum Advisory Board due to the fact that he has moved to Mesa and there is a residency requirement for service on this board.

Agenda Item 3: Four Disciplines of Execution Goal

- Dr. Douglass stated that changes are continuing to be made in the main exhibit gallery in compliance with the goal.
- Changes to all four thematic areas of the gallery have been scheduled out through March of 2013.

Agenda Item 4: Veterans History Project

- **Dave Englehart**, a volunteer with the Veterans History Project (the Project), explained the history and purpose of the Project. The main goal is to record the wartime experiences of veterans who have served in all of the foreign wars beginning with World War II.
- Volunteers record veterans' stories on a DVD. One copy is sent to the Library of Congress; the veteran receives a copy and one is archived at the Tempe History Museum (Museum).
- D. Englehart thanked the Museum for providing an office where they have their base of operations, and where they conduct many of the interviews. D. Englehart also acknowledged that the Museum partners with the Project on many programs related to veterans.
- The priority is to collect the stories of World War II veterans since they are passing away; many of the Vietnam Veterans also are passing away.
- D. Englehart related some of the stories that veterans have shared during their interviews.
- D. Englehart passed out brochures with more information about the Project.

Agenda Item 5: Accreditation Process

- Dr. Douglass stated that the national accreditation process for museums has been completely revamped by the American Alliance for Museums (Alliance), formerly the American Association of Museums.
- The Alliance has gone from a more traditional professional association to one that advocated for museums. The goals of the Alliance are: to provide a clear vision of the future; making the case that museums are essential; and unifying the field for greater impact. The membership is much more affordable than previously in order to increase the inclusiveness of the Alliance.
- Dr. Douglass stated that the Alliance is revamping the accreditation process which is now called a Continuum of Excellence. It is a stepped process progressing from basic steps to more rigorous steps. The first step is membership in the Alliance. The second step is a pledge of excellence which is a symbolic act to state that a museum is committed to following the best practices of the field and upholding its educational mission. The Museum has completed both of these steps.
- The next step is the Core Documents Verification. There are five documents that must be prepared. The Museum already has two documents: the mission statement and the collections management policy.

- The three documents the Museum does not have are: code of ethics, strategic institutional plan, and disaster preparedness emergency response plan.
- Dr. Douglass presented options for different committees to work on these documents including staff and the Museum Board, as well as the Tempe Historical Society (Society).
- Museum Board members volunteered to work on the various committees.
- Dr. Douglass emphasized that the Museum Board will have to approve all of the documents.
- Dr. Douglass explained the final accreditation process. She estimated it would take more than a year.
- Angela Lopez asked what the advantages are for being accredited.
- Dr. Douglass stated that it is a measure of a museum's professionalism; it is an advantage for obtaining grants. In addition, there is a great deal of value in going through the self-study and doing a strategic plan.

Agenda Item 6A: Report - Public Programs Representative

- Shirley McKean, Public Programs Committee representative, stated that on Saturday, November 3 there will be a free Concert for Peace featuring musicians from around the world in the Pangean Orchestra.
- TEDx Tempe will be returning on November 8 with a series of presentations.
- A concert and food festival will be held on November 17. It will feature home-made food.
 This will be a fundraiser for Tempe's homeless. S. McKean invited the Board members
 to participate by bringing in bake sale items. She passed out guidelines from Maricopa
 County regarding the public sale of home-made foods.
- S. McKean described the *Third Thursdays* and the *Tardeada* events.

Agenda Item 6B: Report - Policy, Procedures and Accessions

- Jennifer Wagner, representative on the Policy, Procedures and Accessions Committee (P. P.A.), presented the Museum Board members with a report compiled by *Josh Roffler*, Curator of Collections, specific to deposits, acquisitions and loans in *September*, 2012.
- The majority of the past month was spent mounting artifacts for the medical exhibit.
- J. Wagner reported that the Museum had received 15 provisional deposits as of September. The only new deposit was a historic plaque from Hayden Mill deposited by Dennis Chandler. J. Wagner further noted that there were no new acquisitions in September.
- A new incoming loan of various objects for the medical exhibit was received from the Tucson Branch of the Arizona Historical Society.
- A. Chandler stated that *Dr. Robert Page* collects historic medical instruments and equipment and might be a source for future needs.

Agenda Item 6C: Report - Tempe Historic Preservation Commission

- Mary O'Grady, Historic Preservation Commission (Commission) representative, reported that the Commission reviewed a proposal to make some modifications to the Hackett House to add a pavilion. They supported the design as presented.
- The Commission discussed the events at the opening of the Hayden Flower Mill to take place on Friday, October 5.

- The Commission also discussed how Commission members were going to communicate with the Tempe City Council.
- M. O'Grady reported that there was a lengthy discussion concerning the designation of "historic eligible," a notice of the fact that a property meets the criteria for being designated a historic property but it does not carry the same procedural or legal requirements as actually listing a property. Discussions by the Commission centered on some Tempe buildings that might be identified as historic eligible.

Agenda Item 5D: Report - Tempe Historical Society

- Anne Chandler, representative to the Tempe Historical Society Board (Society Board), stated that the Board met on September 12.
- **Dan Miller**, Exhibits Coordinator, requested \$250 to pay the musicians of the Pangean Orchestra for the November 3 concert, which the Society Board approved.
- Woody Wilson made a donation to pay for the beverages at the recent reception for the Tempe Artistis Guild exhibit in the Community Room.
- New membership brochures are now available.
- The Tempe Historical Society website will be undergoing revision.
- The Society newsletter will be published quarterly.
- There will be a Society Board retreat on October 5.
- The next Wednesday lunch talk is Wednesday, October 10 and will feature Jay Mark giving a 41 year retrospective of downtown Tempe. A. Chandler went on to describe subsequent lunch talks.

Agenda Item 5E: Report - Oral History Program

- Bob McKinley, Museum Board Chair and Oral History Program representative, reported that **Susan Jensen**, Oral History Program Volunteer, completed **47 transcriptions** totaling **922 pages** within the time frame of March, 2011, through September, 2012.
- B. McKinley further reported that interviews have been conducted with:
 - o Johnny Acedo, retired Hayden Mill worker, interviewed by Peggy Moroney.
 - o *Dr. Staff*, longtime Tempe physician, interviewed by *Lorraine Calbow*.
- Upcoming interviews include:
 - o **Dr. John Gilliland**, also a longtime Tempe physician.
 - Peggy Moroney will be doing more interviews with workers who retired from working at Hayden Mill.
 - Lorraince Calbow will be doing an additional interview with Dr. Staff since they
 were not able to get through all of the questions during the first interview in
 September.
- The Oral History Committee met on October 3. Curator of History *Jared Smith* took the committee to the archives and research library to see all of the material associated with the oral history project.
- Anne Chandler stated that the Tempe Historical Society has appointed Bob Stahl to be the representative on this committee.

Agenda Item 6 - Board Member Announcements

• There were no board announcements.

Agenda Item 7 - Future Agenda Items

- The Museum Accreditation Process will be an ongoing item.
- Jennifer Wagner requested information on the Museum's web site.

The next meeting of the Tempe Historical Museum Advisory Board is scheduled to take place at 4 p.m. on November 1, 2012, in the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ, 85282.

Meeting adjourned at 5:20 p.m.

Prepared by: Dr. Amy Douglass, Tempe History Museum Manager

Bob McKinley, Chair

Tempe Historical Museum Advisory Board